

MASSACHUSETTS

Public Employee Retirement Administration Commission

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M E M O R A N D U M

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: Classes for Board Members and Administrators

DATE: October 14, 1999

During November and December, the Public Employee Retirement Administration Commission will be offering a new class for retirement board members and administrators. We'll present an overview of valuations, offer suggestions about the use of e-mail and other information technology resources, and update you about disability forms and issues.

As you can see by the attached [registration form](#), this class will be offered three times in mid-November at PERAC in Somerville and one time each in early December at the Plymouth Public Library, the Inn at Northampton and the Framingham Public Library.

Each participant must register for class by completing a PERAC Class Registration Form. Registration will be on a "first-come, first-served basis". Upon receipt of your registration form, PERAC will either, depending on circumstances, confirm that a seat has been reserved for you, or advise you that seating capacity has already been reached, or inform you that the course offering has been postponed (hopefully, an infrequent occurrence).

Because seating capacity is limited, it is important to register at your earliest opportunity.

Our first class offering in January of 2000 will be on accounting and annual statement preparation. We'll give you more details as soon as the winter schedule has been finalized.